



Job Opportunity Bulletin

CONSULTANT IN TEACHER PREPARATION (PROGRAM, EVALUATIONS AND RESEARCH)

Tenure/Timebase: Permanent/Full Time
Work Hours: 8:00 am – 5:00 pm
Office/Location: California Commission on Teacher Credentialing
Professional Services Division
1900 Capitol Avenue
Sacramento, CA 95814-4213
Salary: \$5,349-\$6,498/month
Final Filing Date: August 25, 2006
Contact: Larry Birch (916) 327-2967

DUTIES:

Under the general supervision of the Administrator I, the incumbent will provide expert assistance as a consultant to the Professional Services Division on the following:

- **Professional Preparation Programs** - Responsible for development of professional preparation program standards for assigned credential areas. Includes consultative and analytical duties in developing the standards, convening and coordinating the work of advisory panels, and preparation of agenda items for Commission action. Once standards are adopted, the consultant is responsible for communicating with prospective program sponsors about the standards, facilitating the program review process for sponsors responding to new program standards, and training and coordinating the work of reviewers of program proposals.
- **Accreditation Responsibilities** - Responsible for conducting accreditation reviews of institutions of higher education and LEA-based programs offering educator preparation programs. This includes oversight of activities in preparation for accreditation site visits, training reviewers, preparing supporting materials, analysis of data submitted by program sponsors, selecting review team members, facilitating the site visit and preparing reports for the Committee on Accreditation.
- **Single Subject Matter Programs** - Coordinate the reviews of subject matter preparation programs submitted by colleges and universities. Provide technical assistance to programs responding to adopted standards. Oversee the review of program proposals by professional educators.
- **Policy Development** - Conduct policy research and studies on complex issues with the involvement of stakeholders as directed by the Commission. Prepare reports of the results for agenda items to be presented to the Commission.

CONDITIONS OF EMPLOYMENT: Fingerprint Clearance is required.

DESIRABLE QUALIFICATIONS:

- Project management experience.
- Experience in research and evaluation using quantitative approaches.
- Strong written and oral communication skills and ability to guide and facilitate projects.
- Professional education experience.
- Experience with professional teacher preparation programs.
- Good attendance and punctuality
- Ability to handle stressful or sensitive issues with tact and diplomacy
- Ability to establish good working relationships and communicate effectively with staff at all levels and with the public

WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above, and are currently at the above classification or who have list, transfer, or reinstatement eligibility to the Consultant classification. The appointment is subject to the State Restriction of Appointment (SROA).

IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678, to the above address, Attn.: Larry Birch. All applications must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) and include RPA No. 07-035. The applications will be screened and only the most qualified applicants will be invited for an interview.

<i>The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i>
